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Executive for A & M (ATTN [REDACTED])

24 October 1947

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Assistant Director for C & D

Comments on proposed draft of procedure for a translation service

1. The proposed draft has been examined and comment as follows is submitted.

a. The importance of paragraphs 2 and 3 is reversed as listed. The following interchange and rewrite is recommended as more appropriate and complete for paragraphs 2, 3 and 4.

"2. All requests for translation service submitted by IAC and CIA offices, other than special OSO requirements, will be transmitted through normal channels to OCD. For each proper request, OCD will establish the requirement and determine its priority in accordance with par. 3 below, coordinating as appropriate with the Foreign Documents Branch. The requester will be advised by OCD, as appropriate, of pertinent details of action being taken.

"3. Priorities for translation service will be based on the following principles:

a. First consideration shall be deadlines and degrees of urgency stated by requesters.

b. Other considerations being equal, priority shall be given to translations in proportion to the anticipated value of the intelligence material which will result. In doubtful cases, ORE's opinion will be consulted as to the relative importance of projects from the standpoint of overall intelligence value.

c. A requesting agency will be called on to resolve conflicts in priority among its own requests.

d. In close cases, a request from a CIA office should ordinarily be given higher priority than a request from an outside agency.

e. Cases involving an important decision against an agency will be coordinated with the Director's office."

f. Omit par. 4 as it is included above.

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g. Par. 5, change to read: " - - - translations, will be forwarded by the [REDACTED] to the Office of Collection and Dissemination - - -."

2. OCD is very interested in seeing this service developed at an early date. The recommendations previously made orally to effect early service for unclassified material are reiterated.

OK

C. E. OLSEN  
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